

# Employee Dashboard

## Frequently Asked Questions

- **What is the Employee Dashboard?**
  - Answer: The employee dashboard is a cleaner, condensed, more modern looking version of the employee tab on mySLCC. With enhanced features, including a mobile-friendly version, the employee dashboard will provide an improved user experience.
  
- **Why do some links on the dashboard keep taking me back to old pages?**
  - Answer: While the dashboard is new, the pages it links to will remain the same until Ellucian updates them. In future updates, each page will integrate into the dashboard.
  
- **How do I get back to the dashboard after it has taken me to an old page?**
  - Answer: You can use your browser's back button to return to the dashboard.
  
- **My personal information is wrong. What should I do?**
  - Answer: If your Permanent Address (used for payroll records) shown in "More Personal Information" is incorrect, please complete an address change form.
    - Locate it at <http://i.slcc.edu/hr/forms>. It is found under the header titled "Personnel Action Forms (PAFS)" near the bottom of the page. Please return this form to the HR department.
  - If your Mailing Address (used for Student Records) shown in "More Personal Information" is incorrect,
    - change your address by going to the "Academics & Records" Tab after logging into mySLCC.
    - Under the Academic Records header, click the "Change of Address, Phone, Email" link.
    - You will be prompted to change your address. This action will change your "mailing address" only.
  - If your phone number or email address is wrong, email [hr@slcc.edu](mailto:hr@slcc.edu) using your SLCC email account with the specific changes that need to be made.
  
- **I clicked on the edit button, and it won't let me do anything. Why?**
  - Answer: This function is being reviewed. We will let you know when this function is available. See question above if you need to change information.
  
- **How do I access my time sheet to enter time, vacation, or sick time on the Employee Dashboard?**
  - Answer: Also, you may continue to access your timesheet from the "Time & Leave" tab on the mySLCC page.

- It is also available under “My Activities” on the right side of the dashboard.
  - Click on the button titled “Enter Time”. It will navigate to an older page titled “TimeSheet/Leave Request/Proxy”.
  - Below “Selection Criteria”, and under “My Choice”, select the option for “Access my Time Sheet”. Click select.
  - From here you will be able to choose your pay period and access your timesheet.
  
- **Regarding “My Team”, I hear my supervisor has access to more of my information; what information can my supervisor see?**
  - Answer: Your address on file with payroll/HR, phone number, Bruinmail & SLCC email addresses, personal email if you have given one, emergency contact(s), hire date, birthdate month & day (year excluded), S#, and leave balances.
  
- **Who can I contact if I have additional questions?**
  - Answer: You may email [hr@slcc.edu](mailto:hr@slcc.edu),
  - or call the HR Office at 801-957-4210